

**VILLAGE OF COTTAGE GROVE
PLAN COMMISSION
Wednesday, March 9, 2016**

MINUTES

1. Call to order

The regular meeting of the Plan Commission for March 9, 2016, was called to order at 6:30 p.m. by Clerk Treasurer Deb Winter.

2. Determination of quorum and that the agenda was properly posted.

It was noted that a quorum was present and that the agenda was properly posted. Roll Call was taken. Commission members present were: Don Brinkmeier, Kyle Broom, Mick Conrad, Phyllis Jones-Morrison and Fred Schulze. Commission member Jon Russell was absent and excused. Staff members present were Village Administrator Matt Giese, Village Planner Erin Ruth, Village Engineer Travis McDermott and Village Attorney Leighton Boushea.

3. Pledge of Allegiance

4. Nominations for Chairman Pro Tem for the March 9, 2016 Plan Commission meeting.

Motion by Jones-Morrison to nominate Kyle Broom as Chairman Pro Tem, seconded by Schulze.

Motion carried with a voice vote of 5-0-0.

5. PUBLIC APPEARANCES – *Public's opportunity to speak about any subject that is not a specific agenda item.*

None

6. Discuss and consider request for approval of an ETJ Certified Survey Map from Mark Fredenburg to adjust lot lines between two existing parcels located at 2445 Gaston Road and 2435 Gaston Road in the Town of Cottage Grove.

Ruth gave some background on this request and went over the conditions as listed on the Planning Staff Report dated March 2, 2016. Staff recommends approval with the listed conditions. **Motion** by Brinkmeier to recommend approval of an ETJ Certified Survey Map from Mark Fredenburg to adjust lot lines between two existing parcels located at 2445 Gaston Road and 2435 Gaston Road in the Town of Cottage Grove with the conditions as stated in the Planning Staff Report dated March 2, 2016, seconded by Conrad. **Motion** carried with a voice vote of 5-0-0.

7. PUBLIC HEARING – public's opportunity to comment on a Conditional Use Permit application from Culver's for an 'in-vehicle sales and service' accessory land use to operate a restaurant drive-through on Parcel #071104120201; bounded by CTH N on the west, Commerce Parkway on the north, and Landmark Drive on the east.

Broom opened the Public Hearing at 6:36 p.m. Ruth gave some background on this project and introduced franchisee owner Bob Coon. Ruth stated that the Architectural Review Committee approved this request unanimously. Ruth read into record an email he received from the owner of the Arby's in Cottage Grove. Broom closed the Public Hearing at 6:45 p.m.

8. Discuss and consider request for approval of a Conditional Use Permit application from Culver's for an 'in-vehicle sales and service' accessory land use on Parcel #071104120201.

Ruth stated that staff recommends approval. **Motion** by Conrad to recommend approval of a Conditional Use Permit application from Culver's for an 'in-vehicle sales and service' accessory land use on Parcel #0711-041-2020-1, seconded by Jones-Morrison. **Motion** carried with a voice vote of 5-0-0.

9. Discuss and consider request for approval of a Certified Survey Map application from Culver's to separate a 2.179 acre parcel from existing Parcel #071104120201.

Ruth stated that staff recommends approval. **Motion** by Conrad to recommend approval of a Certified Survey Map application from Culver's to separate a 2.179 acre parcel from existing Parcel #0711-041-2020-1, seconded by Jones-Morrison. **Motion** carried with a voice vote of 5-0-0.

10. Discuss and consider request for approval of a Site Plan application from Culver's to build an approximately 5,000 square foot restaurant on Parcel #071104120201.

Ruth stated that staff recommends approval with planning conditions, engineering conditions and fire department conditions. **Motion** by Conrad to recommend approval of a Site Plan application from Culver's to build an approximately 5,000 square foot restaurant on Parcel #0711-041-2020-1 with Planning and Fire Department conditions as set forth in the Planning Staff Report dated March 2, 2016 and the Engineering Report dated March 3, 2016, seconded by Jones-Morrison. **Motion** carried with a voice vote of 5-0-0.

11. PUBLIC HEARING – public's opportunity to comment on a Conditional Use Permit application from AJ Regali to operate a 'personal storage facility' land use at 375 Progress Drive.

Broom opened the Public Hearing at 6:50 p.m. Ruth gave some background on this request. Mr. Regali was present and also gave some more details of the project. Ruth went over the planning staff report and Travis McDermott went over the engineering reports. Broom closed the Public Hearing at 7:05 p.m.

12. Discuss and consider request for approval of a Conditional Use Permit application from AJ Regali to operate a 'personal storage facility' land use at 375 Progress Drive.

Ruth went over the conditions in his staff report and Travis McDermott review the engineering report. Schulze asked if a fence was proposed to which the answer was no. Staff recommends approval. **Motion** by Brinkmeier to recommend approval of a Conditional Use Permit application from AJ Regali to operate a 'personal storage facility' land use at 375 Progress Drive with the conditions as set forth in the Planning Staff Report dated March 2, 2016 and the Engineering Report dated March 4, 2016, seconded by Broom. **Motion** carried with a voice vote of 5-0-0.

13. Discuss and consider request for approval of a Site Plan application from AJ Regali to build a 'personal storage facility' at 375 Progress Drive.

Ruth stated that staff recommends approval with conditions. **Motion** by Brinkmeier to recommend approval of a Site Plan application from AJ Regali to build a 'personal storage facility' at 375 Progress Drive with the conditions as set forth in the Planning Staff Report dated March 2, 2016 and the Engineering Report dated March 4, 2016, seconded by Schulze. **Motion** carried with a voice vote of 5-0-0.

14. Discuss and consider request for approval of a Site Plan application from Rainbow Child Care Center to build an approximately 11,000 square foot daycare center on Parcel #071104300502.

Ruth started discussion by explaining that the Conditional Use Permit and Certified Survey Map were both approved at the March 3, 2016 Plan Commission meeting. There were some concerns at that meeting regarding the Site Plan. Rainbow has address most if not all of those concerns and are here tonight requesting approval of the Site Plan. Chief Boxrucker was present and went over the Fire Department conditions regarding the placement of an additional fire hydrant and the mobility of a ladder truck in the parking lot should the need arise. Rainbow is proposing to reconfigure the parking spaces and removing some landscaping. Rainbow also explained that they will be using a short bus for transportation and not a long bus. Broom asked if there is a required loading zone then for the short bus to which the answer was no, the size of the bus allows for use of a normal parking spot. Rainbow also stated that they have worked out the easement issue with Charter Cable Company. **Motion** by Brinkmeier to recommend approval of a Site Plan application from Rainbow Child Care Center to build an approximately 11,000 square foot daycare center on Parcel #0711-043-0050-2 with planning conditions as set forth in the Planning Staff Report dated March 2, 2016, seconded by Jones-Morrison. **Motion** carried with a voice vote of 4-0-1 with Broom abstaining.

15. Discuss and consider request from Town of Cottage Grove to approve 'RESOLUTION 2016-03: Approval of a Waiver of Extraterritorial Plat Approval Jurisdiction for Subdivision Area in the Town of Cottage Grove.'

Ruth gave some background on this request and Town Chairman Kris Hampton was present to answer any questions. Brinkmeier stated that he would like to see the Town and the Village meet and discuss road usage and vision going forward. **Motion** by Schulze to recommend approval of 'RESOLUTION 2016-03: Approval of a Waiver of Extraterritorial Plat Approval Jurisdiction for Subdivision Area in the Town of Cottage Grove', seconded by Broom. **Motion** carried with a voice vote of 5-0-0.

16. Comments from Commission Members.

Giese - minutes for both meetings will be on the next agenda.

Conrad – I was asked to serve on the School Districts Planning Committee. I would like to invite the School Board to come to a meeting to discuss growth goals

Schulze – I would include the Village Board in that request.

Brinkmeier – Erin, are we doing anything with the Comprehensive Plan this year? The joint meeting for that could be a potential possibility to meet.

Ruth – the last Plan Commission meeting is not on video, but is available via YouTube.

17. Future agenda items.

None at this time.

18. Adjournment

Motion by Schulze to adjourn at 7:25 p.m., seconded by Brinkmeier. **Motion** carried with a voice vote of 5-0-0.

Respectfully Submitted,
Deb Winter, Clerk Treasurer
Village of Cottage Grove
Approved: May 11, 2016

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.